

MILPERSMAN 1306-112

NAVPERS 1306/7 ENLISTED PERSONNEL ACTION REQUEST

Responsible Office	NAVPERSCOM (PERS-40)	Phone:	COM DSN	(901) 874-4184 882-4184
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

1. **Background.** NAVPERS 1306/7 Enlisted Personnel Action Request was devised and automated to provide a standard Navy-wide format for authorized command representatives to assist Sailors in the submission of requests to cognizant enlisted detailers.

2. **Submission of Requests.** Multiple requests on the same form are not allowed. All requests shall be processed and forwarded to the cognizant ACA by authorized command representatives regardless of the command's positive or negative recommendation or endorsement.

a. **Transmission Method.** Requests to Navy Personnel Command (NAVPERSCOM), Enlisted Distribution and Readiness Branch (PERS-40) or Reserve Personnel Management Division (PERS-913) can be submitted via <https://www.bol.navy.mil> mail, or encrypted e-mail to the cognizant NAVPERSCOM assignment desk.

(1) Bureau of Naval Personnel (BUPERS) Online (BOL) provides pull-down menus to aid authorized command representatives in submitting requests to the correct department and provides a copy to the submitting command. An electronic (on-line) submission provides personnel security and eliminates mailing or facsimile transmission of requests. The electronic submission is the preferred method of submission, except for "A" School requests and extension of enlistment cancellation requests which must be submitted via hard-copy due to required documentation.

(2) Attachments to the electronic NAVPERS 1306/7 can be made after the "submit request" has occurred. The command point of contact line will be used by the system to generate a return copy of the text version. Once this has been received by the

command, attachments can be scanned and forwarded with the request to the cognizant NAVPERSCOM assignment desk.

(3) If being mailed or sent via encrypted e-mail, addresses and office codes can be located online at <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>

(a) All electronic correspondence (e-mail) regarding Navy personnel which contains names, SSNs, or other identifying information, shall be digitally signed and public key infrastructure encrypted. In the event that encryption is not possible, the only other authorized means of electronically transmitting personally identifiable information is through use of safe access file exchange (SAFE). SAFE can be accessed via the following web link: <https://safe.amrdec.army.mil/safe/Welcome.aspx>.

(b) Any hard-copy correspondence must be pre-coordinated before mailing to the BUPERS or NAVPERSCOM codes for action. If used, all hard-copy correspondence regarding Navy personnel which contains names, SSNs, or other identifying information shall:

(c) Be double-wrapped with the inner layer labeled "FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties."

(1) Use DD 2923 Privacy Act Data Cover Sheet (as appropriate).

(2) Be mailed to only those with an official need to know.

(3) Be sent via a mailing service that can provide tracking information.

(4) Be handled and destroyed per Department of Defense privacy directives.

b. **Addressees.** Requests are to be sent directly to the following:

	Send request to...	for...
(1)	NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010)	non-designated Professional Apprenticeship Career Track Sailors (PACT) (aviation, A-PACT; engineering, E-PACT; and surface, S-PACT).
(2)	NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010S)	"A" School requests (only hard copies accepted).
(3)	NAVPERSCOM, Nuclear Power/Submarine Assignment Branch (PERS-403)	submarine program volunteers.
(4)	NAVPERSCOM, Enlisted Career Administration Division (PERS-81)	whether the command endorsement is favorable or unfavorable.
(5)	Enlisted Community Management Division (BUPERS-32)	high year tenure waivers.

3. **Resubmission of Requests.** Although resubmission is by no means discouraged, consideration should be given to the processing time required and the large volume of correspondence processed by each office. The possibility of a member's request being lost is an unfortunate reality. When a reasonable length of time (30 days from receipt date) has passed since original submission and no reply has been received, recommend contacting the responsible office prior to resubmitting the request.

4. **Cancellation of Requests.** To cancel a request, submit a new NAVPERS 1306/7 requesting cancellation. The request should provide specifics as the member may have more than one request on file (do not include new requests). This requirement is specifically intended to eliminate confusion with new desires and cancellation requests.

5. **Limitations of NAVPERS 1306/7 Usage.** Although the title "Enlisted Personnel Action Request" implies universal application for requests of any nature, in many cases the form is used incorrectly.

a. As a general guideline, the form is to be used to request any **program, school, reassignment, or special duty** for which a particular requesting format is not already specified.

(Some examples for which particular formats are specified include humanitarian assignment and reenlistment incentives.)

b. The most common misuse of NAVPERS 1306/7 is the **unsubstantiated request for reassignment**. A member must have sufficient justification to warrant reassignment prior to projected rotation date. If sufficient justification is provided, request will be brought to the cognizant detailing authority's attention.

6. **Endorsement Considerations**. This article will not dictate the command's in-house process for submitting NAVPERS 1306/7. Commands are responsible for pre-screening members for program eligibility prior to endorsing the request. Requests submitted by the command's designated representative will be considered endorsed by the commanding officer unless otherwise indicated in the comments section. To prevent manning presumptions, endorsements should address acceptable gap, relief requirement, and waiver issues (as applicable). Unless otherwise held by factors contained in the command endorsement, detailers will attempt to fulfill the request for the period indicated in the "Requested Action" block.

7. **Additional Clerical Instructions**. To ensure a timely and correct response is afforded each request, the information contained therein must be complete, current, and verified for accuracy. The below items are sources of inordinate delay and may result in an inappropriate or delayed response:

a. **Invalid points of contact addresses, incorrect phone numbers, and incorrect e-mail addresses**. These cause serious problems when the command cannot be contacted and missed opportunities occur.

b. **Request is submitted to the wrong department**. This severely impacts submissions that require deadlines. NAVPERSCOM is a large organization with many departments that handle various administrative tasks. Correct department information can be located on-line at <http://www.public.navy.mil/bupers-npc/organization/Pages/NPCWebDirectory.aspx>.

c. **Inaccurate personal data (name, rate, SSN, last four digits of SSN, etc.)**. Verification of the member's name and last four of SSN is an absolute must as the enlisted master file searches by name and last four of SSN.